

Date:

### Commercial Vehicle Letter of Request (LOR) Checklist

1. Name of Country\_\_\_\_\_

2. Name of SAO--POC\_\_\_\_\_

Telephone Number\_\_\_\_\_

Email address\_\_\_\_\_

3. Vehicle Information:

Name of Vehicle\_\_\_\_\_

Preferred Make & Model\_\_\_\_\_

Is Sole Source procurement needed by the customer?\_\_\_\_\_Yes\_\_\_\_\_No

If Yes, please provide name of contractor\_\_\_\_\_.

Note: Customer must submit Sole Source justification to USASAC prior to LOA submission.

Part Number\_\_\_\_\_ (If available)

Quantity\_\_\_\_\_

2 Door\_\_\_\_\_

Extended Cab\_\_\_\_\_

4 Door\_\_\_\_\_

Diesel or Gasoline Engine\_\_\_\_\_

Automatic or Manual Transmission\_\_\_\_\_

Paint Color\_\_\_\_\_

Steering: Left Hand Drive (LHD)\_\_\_\_\_

Right Hand Drive (RHD)\_\_\_\_\_

4x2\_\_\_\_\_

4x4\_\_\_\_\_

6x4\_\_\_\_\_

6x6\_\_\_\_\_

4. Type of Body:

Pickup Truck\_\_\_\_\_

Sport Utility Vehicle (SUV)\_\_\_\_\_

Automobile\_\_\_\_\_

Ambulance\_\_\_\_\_ Number of Litters\_\_\_\_\_

Van\_\_\_\_\_ Maximum Number of Passengers\_\_\_\_\_

Bus\_\_\_\_\_ Maximum Number of Passengers\_\_\_\_\_

Dump Truck\_\_\_\_\_ Payload\_\_\_\_\_

Stake Truck\_\_\_\_\_

Stake Body Canvas Cover\_\_\_\_\_

Stake Body Fold up Seats\_\_\_\_\_

Truck Tractor\_\_\_\_\_

Fuel Truck\_\_\_\_\_ Capacity: Gallons/Liters\_\_\_\_\_

Water Truck\_\_\_\_\_ Capacity: Gallons/Liters\_\_\_\_\_

Potable Water Truck\_\_\_\_\_ Capacity: Gallons/Liters\_\_\_\_\_

Maintenance Truck\_\_\_\_\_ Describe equipment to be mounted in Truck\_\_\_\_\_

Van Truck\_\_\_\_\_

Wrecker\_\_\_\_\_

5. Place \_X\_ next to selected optional equipment:

Air Conditioning\_\_\_\_\_

Trailer Towing\_\_\_\_\_

Winch\_\_\_\_\_

Front & Rear Tow Hooks \_\_\_\_\_  
Brushguard \_\_\_\_\_  
Spare tire \_\_\_\_\_  
Swingaway Spare Tire Carrier \_\_\_\_\_  
Tire Changing Tools \_\_\_\_\_  
List other required optional equipment \_\_\_\_\_

6. Fire Truck \_\_\_\_\_  
Gallons of Water \_\_\_\_\_  
Gallon of Foam \_\_\_\_\_  
List Optional Equipment \_\_\_\_\_

7. Motorcycle \_\_\_\_\_  
Engine cc \_\_\_\_\_  
Type of Body \_\_\_\_\_

8. Number of Years of Concurrent Spare Parts (CSP):  
1 Year \_\_\_\_\_ 2 Years \_\_\_\_\_ 3 Years \_\_\_\_\_

9. Training:  
a. Will vehicle training be a requirement? Yes \_\_\_\_\_ No \_\_\_\_\_  
b. Do you prefer CONUS \_\_\_\_\_ OCONUS \_\_\_\_\_ Training Locations?  
c. Operator \_\_\_\_\_ Maintenance \_\_\_\_\_ Training?  
d. Total Number of Students \_\_\_\_\_?  
e. Is English Language Acceptable \_\_\_\_\_ Yes \_\_\_\_\_ No?  
f. If No, What language is desired \_\_\_\_\_?

POC:  
RICH HAVEL  
U.S. ARMY TANK-AUTOMOTIVE & ARMAMENTS COMMAND  
AMSTA-LC-TA: MAIL STOP 101: BUILDING 252  
6501 EAST 11 MILE ROAD, WARREN, MI 48397-5000  
DSN 786-6054  
586-574-6054  
FAX: 586-574-7883  
EMAIL: [havelr@tacom.army.mil](mailto:havelr@tacom.army.mil)